

## SANDY CITY APPROVED CLASS SPECIFICATIONS

I. **Position Title:** Recreation Start Smart Instructor (Seasonal) **Revision Date:** 02/14  
**EEO Category:** Paraprofessional  
**Status:** Non-exempt  
**Control No:** 50810

II **Summary Statement of Overall Purpose/Goal of Position:**

Under the general supervision of the Recreation Coordinator, organizes, supervises and instructs a start smart program and participants.

III **Essential Duties:**

- Follow City/Department policies and procedures.
- Teach sports skills to children.
- Inventory equipment and materials.
- Organize participants into groups for various skill stations.
- Ensure that children obtain a high level of achievement and success during the program.
- Set-up gymnasium for skill stations and other activities.
- Train and instruct parents and staff in proper procedures.
- Ensure the safety of participants, staff and parents.

IV **Marginal Duties:**

- Report any issues or concerns to a Recreation Coordinator.
- Perform other duties as assigned.

V. **Qualifications:**

**Experience:** Requires some experience in job related activities and working with children (ages 3 to 6).

**Knowledge of:** Games, sports; proper English usage, speaking, and teaching; and general knowledge of first aid and CPR.

**Responsibility for:** The care, condition and use of materials, equipment, tools, etc.; teaching sports skills with enthusiasm; great responsibility for making decisions affecting the activities of people including responsibility for worker motivation and satisfaction.

**Communication Skills:** Communicate effectively verbally and in writing; establish and maintain effective working relationships with participants and parents; contacts requiring tact and judgment to avoid friction and obtain a desired result.

**Tool, Machine, Equipment Operation:** Regular use of program equipment, a copy machine and telephone; occasional use of a personal computer and fax machine.

**Analytical Ability:** Follow written and verbal instructions.

VI. **Working Conditions:**

**Physical Demands:** Frequent physical exertion is present due to stooping and kneeling; must be able to lift up to 50 lbs.

**Work Environment:** Generally comfortable working conditions, frequent work in coordinating, directing, and instructing start smart program; frequent exposure to noise; moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to exposure to start smart program, resolution

of interpersonal conflicts, and weather; requires day and/or evening work.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_